

HOW TO UPDATE YOUR INFORMATION

Purpose

- When an event occurs, you are required to report your current location and update emergency personal contact information to allow your supervisor to account accurately for you and your family members (when required).

This instruction will show you how to update your personal contact information in FEPAAS.

“My Info” Tab

3 Panes:
Contact
Information,
Family
Information,
and Event
Information.

The screenshot displays the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) interface for the Defense Logistics Agency (DLA). The 'My Info' tab is selected, showing a 'Fourth Estate Family Information Summary' page. The page is divided into three main panes: Contact Information, Family Information, and Event Information. Red arrows point from the text box on the left to these three panes.

FEPAAS | FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM
DEFENSE LOGISTICS AGENCY (DLA)

Home My Info Event Reference Help

Logout

1. Summary
2. Contact Information
3. Family Member Info
4. Event Information
5. Change Password

Fourth Estate Family Information Summary ? Help

To see more detail for any section, use the left menu.

Contact Information

Employee

Name: **DOE, JOHN**

Rank/Rate:

Organization: **H2G2D - OFFICE OF THE DIRECTOR, DLA**

Home Address

123 Main
San Diego, CA 92121

Phones

Home: **111-111-1111**

Work: **222-222-2222**

DSN: **2222**

*Cell: **333-333-3333**

Email Addresses

Email1: **firstname.lastname@dla.mil**

Email2:

Family Information

Name Relationship Age

No Family Information

Event Information

Event Name Active Dates

*=Preferred Contact method

“My Info” Tab

Click “Edit”
on the Pane
you would
like to edit.

The screenshot shows the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) interface for the Defense Logistics Agency (DLA). The 'My Info' tab is selected in the top navigation bar. On the left, a sidebar lists five options: 1. Summary, 2. Contact Information, 3. Family Member Info, 4. Event Information, and 5. Change Password. The 'Contact Information' option is highlighted with a red box. Red arrows originate from a text box on the left and point to the 'Edit' buttons in three sections: 'Displaced Location', 'Employee's Contact Info', and 'Other POCs'. Each section has a title bar with a 'Help' icon and a 'Click the Edit button to make changes.' instruction. The 'Displaced Location' section shows 'No Displaced Location' and an 'Edit' button. The 'Employee's Contact Info' section includes fields for Home Address, Country, Home, Work, Cell, Primary Email, Secondary Email, and Cell Carrier, with a 'Verify Info as Current' button and an 'Edit' button. The 'DEERS Home Address and Contact Info' section is highlighted in yellow and contains similar fields. The 'Other POCs' section has fields for Address, Country, Home, Work, Cell, Primary Email, and Secondary Email, with 'Add POC', 'Edit', and 'Remove' buttons. A footer note states '*=Preferred Contact method'.

FEPAAS / **FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM**
DEFENSE LOGISTICS AGENCY (DLA) Logout

Home **My Info** Event Reference Help

1. Summary
2. **Contact Information**
3. Family Member Info
4. Event Information
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Displaced Location [Help](#) Click the Edit button to make changes.

No Displaced Location
Please edit this section if displaced! Edit

Employee's Contact Info [Help](#) Click the Edit button to make changes.

(Sponsor) Manually edit this section as it will NOT be overwritten with data updates! Verify Info as Current Edit

Preferred Contact: (Last updated)

Home Address: Home: Primary Email:
Country: USA Work: Secondary Email:
Cell: Cell Carrier:

DEERS Home Address and Contact Info (as of 02-07-2011)

Data from DMDC (pulled from DEERS and other DOD databases); Will be overwritten with data updates. To login to DEERS, click here.
Fourth Estate Civilians: To login to DCPDS, click here.

Home Address: Home: Primary Email:
Work: Secondary Email:
Country: USA

Other POCs [Help](#) Click Add POC to add another point of contact (e.g., Relative, Care Giver). Add POC

Address: Home: Primary Email:
Country: Work: Secondary Email:
Cell:

Edit Remove

*=Preferred Contact method

“My Info” Tab

Manually input
your FEPAAS
contact
information

Automatically
copy your
information
pulled from
DEERS.

FEPAAS / **FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM**
DEFENSE LOGISTICS AGENCY (DLA) [Logout](#)

Home **My Info** Event Reference Help

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Edit Sponsor's Home Address and Contact Info [Help](#)

Update the **FEPAAS Information** or copy sections from **DEERS**.

Name: *Last *First Middle

Physical address not PO/APO/FPO address.

FEPAAS Information (Last updated)

Country: USA

Street1:

Street2:

City:

State/Province:

ZIP/Postal Code:

Preferred:

☐ Home:

☐ Work:

☒ Cell:

Cell Carrier:

DEERS Information (as of 02-07-2011)

Country: us

Street1:

Street2:

City:

State/Province:

ZIP/Postal Code:

Home:

Work:

Email 1:

Email 2:

*This data is pulled from DEERS periodically.
To login to DEERS and update your info, click [here](#).

*This data is pulled from DEERS periodically.
To login to DEERS and update your info, click [here](#).

Time Saver:
Would you also like to apply any of the above contact changes to these family members?

[Addr.](#) [Phone](#) [Name](#)

“My Info” Tab

FEPAAS / *FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM*
DEFENSE LOGISTICS AGENCY (DLA) [Logout](#)

Home **My Info** Event Reference Help

- 1. Summary
- 2. Contact Information
- 3. Family Member Info**
- 4. Event Information
- 5. Change Password

Family Member Information [? Help](#) Click [Add Member](#) to add another family member [Add Member](#)

(Spouse) [Verify Info as Current](#) [Edit](#) [Remove](#)

Address: _____ Home: _____ Email1: _____ (Last updated)
Work: _____ Email2: _____
Country: USA Cell: _____ Cell Carrier: _____

[+ DEERS Info](#)

Click “Edit”
to update
your family
information.

“My Info” Tab

Manually input FEPAAS information for family member here.

Automatically copy family member information, if contained in DEERS.

FEPAAS / FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM
DEFENSE LOGISTICS AGENCY (DLA)

Home My Info Event Reference Help

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Edit Family Member [Help](#)

Update the **FEPAAS Information** or copy sections from **DEERS**, then click **Save** at the bottom of this page.

Name: *Last: *First: Middle: Family Member Type:
☐ Special Needs (e.g., Elderly, Disabled) Exceptional Family Member Category: [Help](#)

FEPAAS Information (Last updated:)

Country:
Street1:
Street2:
City:
State/Province:
ZIP/Postal Code:
Home:
Work:
Cell:
Cell Carrier:
Email1:
Email2:

< Copy Addr
< Copy Phone
< Copy Email

DEERS Information

Country:
Street1:
Street2:
City:
State/Province:
ZIP/Postal Code:
Home:
Work:
Email1:
Email2:

*This data is pulled from DEERS periodically. To login to DEERS and update your info, click here.

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Time Saver: Would you also like to apply any of the above contact changes to these family members?
[Addr.](#) [Phone](#) [Name](#)
N/A

Save Cancel